

Ch/G Staff Meeting
28 January 1959
ACTION REQUIRED

<u>Item No.</u>	<u>Action Required of Ch/G</u>	<u>Action Required of Divisions</u>
1	None Required.	
2	None Required.	
3		Division Chiefs to caution their personnel.
4		D/GG to submit request for consultant services covering the remainder of the Fiscal Year. Also, to report on activities quarterly.
5		Division Chiefs to brief themselves thoroughly on function statements.
6	25X1C8C	Divisions to pass on any suggestions re Mr. schedule to Ch/G.
7		Division Chiefs to explore this possibility further with their Branch Chiefs.
8	Ch/G to explore possibility of incorporating GRA needs into ERA statements.	
9		Chief, D/GG, to submit memo to Ch/G before Friday's meeting.
10		Plans to be made for attendance at Pittsburgh meetings of AAG.
11	None Required.	

MINUTES OF THE GEOGRAPHIC RESEARCH AREA STAFF MEETING, 28 JANUARY 1959

PRESENT: Messrs.

25X1A9A

1. Freeze on Upgrading of Clerical Slots

Chief/G reported that there is currently a freeze on the upgrading of clerical slots in the Agency. The action results from an Agency survey of average grades of clerical positions elsewhere in government which showed Agency grades to be the highest.

2. Letters of Availability

Chief/G announced that it is no longer necessary for potential employees to supply letters of availability before being processed for Agency positions.

3. Discussion of Classified Matters with Ex-Employees

Chief/G asked that the group caution their personnel not to discuss matters of a classified nature when speaking to ex-employees of the Agency.

4. Requests for Consultant Services

Chief/G advised the group that it was no longer necessary to request services of consultants each pay period. The next request submitted can cover the remainder of the Fiscal Year. also informed the group that a report of consultants' activities should be submitted to St/A each quarter.

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

10. AAG Meetings

Chief/G asked that the Divisions start making plans for attendance at the April meetings of the AAG, which are to be held in Pittsburgh. He indicated that we should be as lenient as possible in granting administrative leave so that personnel may attend, and that the number of personnel sponsored would be about the same as in past years.

11. Author Recognition on ORR Reports

Chief, D/GG, stated that, outside of one branch, little interest was shown in his division on the naming of authors of GRA reports. In view of this, he suggested that the Area take no action pending the outcome of the ERA experiment.

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